

***Amended 3 December 2003**

**HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101**

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #03-229C

**Voucher Examiner
N0027/A
GS-0540-05/04
\$25,697 - \$33,402 pa
\$22,968 - \$29,854 pa**

ANNOUNCEMENT DATE:

28 August 2003

***CLOSING DATE:**

3 February 2004

SELECTING OFFICIAL:

Financial Manager

APPOINTMENT FEATURES:

**Competitive Service
Career/Career Conditional Status**

POSITION LOCATION:

USPFO for California - San Luis Obispo, CA

RELOCATION BONUS MAY OR MAY NOT BE AUTHORIZED.

APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-05 POSITION INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-04 TRAINEE, IF QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS FOR EACH ARE INDICATED.

This position is located in the Comptroller Division of the US Property and Fiscal Office (USP&FO). Its purpose is to process travel vouchers (civilian and military) and commercial account payments for disbursement by the Defense Finance and Accounting Office (DFAS). The incumbent provides routine disbursement information o travelers, vendors, Purchasing and Contracting Office (P&C), receiving activities, banks, and the transportation office.

1. AREA OF CONSIDERATION/WHO MAY APPLY: Statewide. Open to current Federal employees serving under a Career or Career Conditional appointment in the competitive service. Former Federal employees with reinstatement eligibility, disabled veterans, handicapped and other applicants eligible for noncompetitive appointment under special appointing authorities may apply. Veterans who have been separated continuous active service may apply. **If you are a current federal employee serving from the armed forces

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under honorable conditions after three years or more of under a career/career conditional appointment, you must provide a copy of your latest SF-50 verifying your status. **If your eligibility to apply for this position is based on your military service or service-connected disability, you must provide a copy of your supporting documentation (DD-214, VA Disability Documents). Failure to provide these documents may impact your eligibility determination. Veterans Preference does not apply.

2. CONDITION OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

3. DUTIES: Processes a variety of travel payments; assist in processing a variety of complex Permanent Change of Station (PCS) claims for civilian and military personnel; examines and computes commercial accounts payments in accordance with applicable statutory and regulatory guidelines; monitors and identifies to the chain of command late documents including but not limited to receiving reports, charge card payments, invoices and contract modifications; provide technical guidance on entitlements, payment procedures, researching historical claims and entitlement regulations, and assist in providing training support to individuals and organizations; applies internal control procedures to ensure timely and accurate processing of all payments (travel and commercial accounts); ensures the successful interface and/or connectivity between travel, commercial accounts and related fiscal accounting and orders systems; and performs other duties as assigned.

4. QUALIFICATION REQUIREMENTS: Competitive qualification requirements for this position are from OPM X-118 Handbook.

a. **GS-05** requires 1 year of specialized experience equivalent to the GS-04 level or 4 years of education above the high school level.

b. **GS-04** requires 1 year of general experience or 2 years of education above the high school level.

(1) **General Experience** is progressively responsible clerical, office, or other work which indicates the ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

(2) **Specialized Experience** is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of that position. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

(3) **Education** may be substituted for experience as described in the OPM X-118 Handbook.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

If selected as trainee, the appointee may be non-competitively promoted to GS-05 upon meeting full qualifications and recommendation of supervisor.

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5. KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Ability to read, interpret, and analyze data.
- b. Ability to maintain bookkeeping logs.
- c. Skill in making arithmetic computations.
- d. Ability to communicate verbally and in writing.
- e. Knowledge of rules and office practices.
- f. Knowledge of procedures and rules used in the processing of vouchers and transactions.

MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATION STATEMENT FOR SELECTIVE SERVICE.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER